

**Bid for Engagement of a Firm  
As Implementing Agency for Tracking and Controlling Unauthorised Access of material at select  
mining sites in Uttarakhand**

**Terms of Reference (TOR)**

**November 2011**

**TERMS AND CONDITIONS**

**1. The Client**

- 1.1. The name of the client is The State Infrastructure and Industrial Development Corporation of Uttarakhand Limited ("SIDCUL").
- 1.2. The SIDCUL, a Government of Uttarakhand Enterprise, was incorporated as a Limited Company in the year 2002 with an authorized share capital of Rs. 50 Crores and Rs. 20 Crores paid up capital through Government of Uttarakhand in order to promote Industrial development in the State, provide financial assistance in the shape of debt, equity, venture capital, develop infrastructure and assist private initiative in Industry and Infrastructure and implement, manage projects and provide specialized financial, consultancy and construction and all such other activities to promote industries and develop Industrial Infrastructure in the State of Uttarakhand directly or through Special Purpose Vehicles, Joint Ventures, assisted companies etc.

**2. The Assignment / Scope**

Department of Industries, Government of Uttarakhand proposes to adapt technology measures for tracking & controlling mining location in order to control the unauthorized access of material from the various sites. SIDCUL has been designated as a nodal agency for selection & implementation of proposed surveillance system.

- a) SIDCUL, on behalf of Industry Department Govt of Uttarakhand, wish to select a qualified and experience entity as IMPLEMENTING AGENCY FOR TRACKING AND CONTROLLING UNAUTHORIZED ACCESS OF MATERIAL AT SELECT MINING SITES IN UTTARAKHAND.
- b) SITES: The site for the purpose of this document refers to
  - i. A given Site is defined as pre-identified valid entry/exit point where weighing is done and from where the vehicles enter the mining area.
  - ii. Sites are managed by different line departments like KMVN, GMVN and Forest Corporation. Sites grouped in a given department may exist in different districts of Uttarakhand.
  - iii. Individual sites, even if grouped under the same line department, are situated at different locations and may have varying topography from each other.
  - iv. There are 30 sites identified in the scope of current implementation which may increase up-to 50 in future.
  - v. The Bidders are advised to do their own assessment and site visits of these sites before submitting their bids.
- c) For short-listing of prospective entity, SIDCUL invites proposals from qualified firms/ organizations to submit their proposals to act as Implementing Agency on turnkey basis. Short listing of organizations will be based on their technical, management,

programmatic, financial and execution capacity to manage similar projects. Final selection will be done through QCBS system as per Uttarakhand Procurement Rules, 2008. The criteria for short-listing and final selection of such Implementing Agency include the following:-

- i. Average Annual Turnover for last 3 years of Rs. 50 crores
- ii. Experience of executing IT enabled surveillance systems for government mining departments.
- iii. Should have arrangements / manpower to support required infrastructure in Uttarakhand during contract period.
- iv. Must not be blacklisted or reports of financial irregularities noted by any private or public agencies/institutions.
- v. Capacity building experience

**d) Objectives:**

- i. To minimize undue revenue losses significantly by implementing the ideal processes and their effective tracking, monitoring and controlling.

Critical decisions at the sites (e.g. weight, permission to enter/exit etc....) are made by operators. Since functions driven by human interventions are prone to manipulations either under external influence or for personal benefit, application of well designed technology on these processes would not only eliminate the possibilities of any deviation but will also empower department with information at granular level at button clicks.

- ii. To monitor and prosecute the trespassers with valid evidence.

Officials depend on informers or random inspections to catch illegal mining and involved people on the site, but with unwarranted nexus of such people they get alarmed of the raid in advance and mostly manage to flee. Using technology based surveillance will empower department to remotely monitor the site and create evidence to identify the involved people, vehicles for further investigations, interrogations, arrest etc....

- iii. To create a transparent & uniform information system across departments.

Updated and real time information is vital for planning and decision making at any level in an organisation. Since there are isolated executing bodies, lack of convergence among them adversely impact in the overall policy and plan making. A uniform information system tied up with real time onsite statistics will facilitate department of industries and government in efficient management.

**e) Background**

Uttarakhand is a resource rich state and mining is a significant revenue source for government. Among different categories, trading of minerals and sub-minerals from the river beds is one of the primary verticals which contributes to major revenue share compared to other forms of mining. However in spite of significant efforts from officials, due to inadequate processes, line departments incur heavy losses caused by theft and unauthorized access of material from the site.

- i. It should be considered that mining work is done under the supervision of various line departments like Forest Corporation, KMVN, and GMVN etc....
- ii. Individual sites falling under a given line department are located in different geographies with uneven topography.

f) **Scope**

i. **Eliminating human role**

The weighing and generation of entry and exit slips of the moving vehicles should be automatic i.e. the current two step processes of operator feeding the weigh bridge reading into computer to generate entry/exit passes should be converted into an automatic & seamless single step printing of actual readings.

ii. **Tracking of vehicles**

Currently registration number of the vehicles is used as the identifier to make decisions like permit validity, allowed weight etc... In order to avoid forged registration number on vehicles OR instances of multiple entries/exits, a unique mechanism should be provisioned to track the entries/exits and validity of the vehicle used.

iii. **Surveillance at the site**

As the sites are mostly located away from the office of line department, it becomes very difficult for the concerned officials to create evidence of reported issues on site. On site, surveillance and historical archive of such surveillance will help officials to take remedial actions.

iv. **Centralized monitoring**

Any onsite information like weight of certain vehicle, vehicle tracking and surveillance footage should be available at the designated centralized control room of the line department.

v. **Customized Management information**

Line department should be able to produce various management reports linked to real time & actual onsite statistics, viz... number of vehicles entered, total weight of the accesses material from the site, revenue earning etc...

g) **Road map and scalability**

i. Presently SIDCUL wish to implement this software solution at 30 sites which include 18 sites at Gaula river, 4 sites at Kosi/ Dabka sites, 5 sites at Haridwar and 3 sites at Saung river.

ii. The tasks identified in the scope should be designed and integrated in such a manner that they are easily scalable to induct future requirements.

iii. Availability of real time information not only to controlling line departments however to state headquarters also.

iv. Software component in the integration plays a key role and should be able to serve roles based access of the critical information in the government hierarchy across the state, wherever applicable. It should be noted that such critical information (other than mandatory) is not overridden at any level and is direct & automatic feed from the remote sites.

v. The solution should have adequate hooks for seamless service delivery in future & to cater to various other important steps involved in completed & holistic transaction, viz... cashless transactions (post), registration of applicants (pre).

h) **Maintenance Support**

After the successful implementation at a given site, the bidder shall be required to provide comprehensive warranties and operate and maintain the system for a period of 1 year.

**3. Qualifications / Eligibility**

3.1. Bidder should have proven experience in developing similar projects especially in the government mining department. Work orders and client testimonials should be mandatorily enclosed.

- 3.2. The Bidder should be a registered legal entity under applicable laws in India. Enclose registration / incorporation certificate.
- 3.3 The Bidder should not have been blacklisted by any government organization in India. An assurance in this regard is to be given in the covering letter.
- 3.4 The Bidder should have average annual turnover of at-least Rs 50 crores in the last 3 financial years. The Bidder must ensure that evidence of eligibility criteria on turnover in the form of audited financial statements / CA Certificate for the last three financial years is enclosed with the Technical Proposal. **Please note that the proof of turnover must be part of the technical proposal and not the financial proposal.**

#### **4. Procedure for bidding**

##### **4.1. Collection and submission of bid documents**

###### **4.1.1. Collection of bid document**

A set of bid-documents and terms and conditions of bid may be obtained by any interested eligible firm/ organisation from the SIDCUL's office free of cost during working hours, i.e. from 1000 hrs. to 1700 hrs. on days specified below in para 4.2.1 and may also be downloaded from SIDCUL's website [www.sidcul.com](http://www.sidcul.com).

###### **4.1.2. Tender/Processing Fee**

A non-refundable tender/processing fee of Rs. 5,000.00 (Rupees Five Thousand) only, shall be submitted in the form of bank draft in favour of Managing Director, SIDCUL, Dehradun with the Technical Bid.

###### **4.1.3. Earnest Money**

Earnest Money of Rs. 3,00,000/- (Rupees Three Lacs) only, shall be submitted in the form of DD/FDR/CDR of a scheduled bank duly pledged in favour of Managing Director, SIDCUL, Dehradun with the Technical Bid.

###### **4.1.4. Contact Person**

The address for collecting tender documents, submission of proposal and requesting clarifications is:

Managing Director  
SIDCUL  
2 New Cantt Road, Dilaram Bazar, Dehradun-248001, Uttarakhand (India)  
Phone: 0135-2743292, 2743297, 2708100, Fax:- 2708109

###### **4.1.5. Submission of bids**

(i) Proposals must be submitted not later than 1500 hrs. on 17<sup>th</sup> December 2011. Separate Technical and Financial proposals are required for the assignment. One Separate sealed cover each shall be submitted for the Financial (1 Copy) and Technical Bids (2 Copies). The envelopes should mention name of assignment and nature of Bid (Technical/Financial) at the Top and the name of the submitting bidder at left hand corner of the envelope. The bids shall be in the enclosed formats (Form 1 to 5).

(ii) The Technical bids shall not indicate any particulars of the Financial bids otherwise the bids shall be liable to be rejected. All Technical documents like literature, catalogues etc. shall be placed in the same sealed cover alongwith a copy of Service Tax Registration Certificate and Income Tax Clearance Certificate.

(iii) The proposal shall clearly indicate the names and designations of the persons who shall be associated with SIDCUL.

(iv) Each page of bid should be numbered and signed by the authorized signatory with the seal of the firm and the forwarding letter must indicate the details of the enclosures attached.

(v) Proposals and all connected documents and subsequent reports (in case of selection) should be submitted in ENGLISH only.

(vi) Bidders are required to state local cost in the Indian currency only.

(vii) Proposals must remain valid 60 days after the last date for submission.

#### 4.2. The Bid Schedule

4.2.1. The Bid Schedule shall be as under:

Sale of bid-documents	27 <sup>th</sup> November 2011 to 16 <sup>th</sup> December 2011 between 1000 hrs. to 1700 hrs. on all working days
Last Date of Receipt of Bid Proposals	17 <sup>th</sup> December 2011 upto 1500 hrs.
Opening of Technical Bids	17 <sup>th</sup> December 2011 1630 hrs.
Opening of Financial Bids	To be intimated later.

4.2.2. The technical bids shall be opened at 1630 hrs. on 17<sup>th</sup> December 2011 at the office of MD, SIDCUL by the Evaluation Committee in the presence of bidders, who wish to participate.

#### 5. Method of Selection of bidder

5.1. The method of selection is: QCBS (Quality & Cost Based System).

5.2. The evaluation of bids shall be done by an Evaluation Committee as may be constituted by the SIDCUL.

#### 5.3. Technical Evaluation

5.3.1. The Technical evaluation will be done on the basis of the following criteria. The weights for each factor of the criteria shall be as follows: -

Sn	Parameters	Points
a.	Average annual Turnover for last 3 years of atleast Rs. 50 crores	10
b.	Experience: (i) No. of IT surveillance projects done for Govt. Mining sector in India in last 5 years (ii) No. of years of experience in O&M of IT surveillance projects of similar nature in India for Govt. Mining sector.	30
c.	Most efficient & suitable Product Design / Technology	30
	- Time tested Technology operating in any project in India for last 3 years	
	- Extent of automation provided	

	- Applicability of the product as per the requirement	
	- O&M procedure proposed for seamless operations	
d.	Methodology and scalability	20
e.	Transfer of Knowledge to SIDCUL which enables SIDCUL to operate the product after the expiry of O&M contract	10
	<b>Total</b>	<b>100</b>

5.3.2. The bidder would be required to give a presentation on the aforesaid parameters after submission of bids and before opening of financial bids on a date which would be declared by SIDCUL.

5.3.3. The minimum qualifying total score, for the technical bid shall be 70. The financial bids of only those bidders shall be opened whose score is 70 or above in technical bids. After technical evaluation is completed the SIDCUL shall inform those firms whose proposals did not meet the minimum qualifying mark or were considered non responsive to the terms of reference and the Financial proposals will be returned unopened after completing the selection process. Selected bidders, who have scored the minimum qualifying score, shall be informed about the date of opening of financial bids and they may attend the opening of financial bids at the office of the Managing Director, SIDCUL.

#### 5.4. **Financial Evaluation**

5.4.1. Bidders are required to quote a fixed amount for “Supply & installation of entire system” and for “O&M of the System for one year” which would be inclusive of all taxes, levies and duties. The Bidders are required to provide the quote for the system which would include thirty sites as mentioned in clause 2g) above.

5.4.2. The financial proposals of the technically qualified firms will be opened by the Evaluation Committee in presence of those firms or their representatives whose bids are shortlisted for financial evaluation.

5.4.3. The proposal with lowest evaluated cost will be given a financial score of 100 and other proposals given financial scores that are inversely proportional to their prices.

5.4.4. Evaluation of financial bids will lead to selection of firms after adding of scores in technical and financial proposals with respective weightages, which shall be 0.80 for technical bid and 0.20 for financial bid.

#### 5.5. **Engagement of Firm/ Organization**

5.5.1. The SIDCUL will discuss the detailed work plan with the bidder with highest score. Any suggestions that the bidder has made to improve the TORs, as also the inputs required from the SIDCUL to ensure satisfactory implementation of the assignment will be incorporated in the agreement.

5.5.2. The successful bidder shall enter into a contract with the SIDCUL in the prescribed format and shall commence the assignment as per schedule assigned by the SIDCUL.

5.5.4. If the bidder, finally selected for award of contract on basis of above procedure, fails to enter into a contract within the time limit as may be prescribed by the SIDCUL, the earnest money deposited by the bidder shall be forfeited/encashed by the SIDCUL. The SIDCUL will invite the firm who has scored the second highest score on consideration of Financial and Technical bids for award of the contract.

**6. Other conditions**

- 6.1. The selected bidder shall not utilize or disclose or part with any statistics, data/proceeding or information collected for the purpose of SIDCUL, without the express written consent of the SIDCUL.
- 6.2. Failure to provide all information or conceal any information material to award of contract shall be at bidders own risk and may result into rejection of the proposal and the earnest money of such bidder/bidders shall be forfeited by the SIDCUL.

**TECHNICAL PROPOSAL SUBMISSION FORM**

**Form 1**

(To be placed along with Form 2-6 in the sealed cover containing technical bid)

To,

Managing Director,  
SIDCUL  
2 New Cantt Road, Dilaram Bazar,  
Dehradun-248001,  
Uttarakhand (India)

Sir,

We, the undersigned, offer to provide the services for the following assignment in accordance with your advertisement/letter dated .....:

“ \_\_\_\_\_ ”

We are hereby submitting our proposal for the assignment, which includes the Technical Proposal and the Financial Proposal sealed under separate envelopes. Each page of the proposal has been signed by the Authorized Signatory.

If negotiations are proposed by the SIDCUL at any stage we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory:  
Name and Title of Signatory:  
Name of the Firm:  
Address:

Encl.: As above.

**Technical Proposal**

**Form 2**

**FIRM'S REFERENCES**

**(Using the format below, provide information on each reference/assignment of similar nature for which your firm/entity, either individually as a corporate entity was legally contracted.)**

1. Assignment Name & Description:	
2. Name & address of the client:	
3. (i) Details of the Assignment (ii) Duration of assignment	
4. Start Date and Completion Date (Month/Year):	
5 Approx. Value of Services (in Current Indian Rs.):	

**Technical Proposal**

**Form 3**

**Description on the Product / System Offered**

**(Please mention a brief note on the entire system and the item wise products / technology being offered)**

**Technical Proposal**

**Form 4**

**Methodology and Scalability**

**(Also mention any specific support required from the SIDCUL)**

**Technical Proposal**

**Form 5**

**TURNOVER**

(Rs. in crores)

<b>Yr ending</b>	<b>Total Turnover</b>
FY 2008-09	
FY 2009-10	
FY 2010-11	
Average	

**FINANCIAL PROPOSAL SUBMISSION FORM**

(To be placed in the sealed cover containing financial bid)

To:

MD  
SIDCUL

Sir,

We, the undersigned, offer to provide the scope of services for the following assignment in accordance with your advertisement/letter dated.....:

“ \_\_\_\_\_ ”

We are hereby submitting our Financial Proposal sealed under separate envelope for the above assignment.

- A. Our Financial Proposal is for the sum of ..... [Amount in words and figures] for this assignment as “Supply & installation of entire system”. This amount is inclusive of all taxes, levies and duties.
- B. Our Financial Proposal is for the sum of ..... [Amount in words and figures] for this assignment as “Operation & maintenance of entire system for One year”. This amount is inclusive of all taxes, levies and duties.
- C. Total Bid Price (A+B)..... [Amount in words and figures]

Our Financial Proposal shall remain valid up-to 60 days after the last date for submission.

Our Financial Proposal shall be binding upon us subject to the modification resulting from Contract negotiations, made by the SIDCUL at its discretion. Each page of the proposal has been signed by the Authorized Signatory:

We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signatory:  
Name and Title of Signatory:  
Name of the Firm:  
Address: